

Innovation Partnership: Procurement by Co-Design Toolkit

Dialogue Day Guide

## Purpose of dialogue day sessions

Dialogue day is your chance to assess potential innovation partners. Use this opportunity to learn what kind of partner each supplier will make.

## Setup

We suggest holding Dialogue Day at the purchaser's location, in a boardroom that is equipped with a projector, screen, and WiFi.

Have a whiteboard, or a flipchart and markers available. If that isn't possible, supply some blank paper and pens so people can draw out their ideas if needed.

Assign a team member to keep time, and answer any questions/technical support as needed.

## Prepare to be a good partner

**Use the scorecard** – Use the scorecard to pre-score and shortlist any vendors that respond to your brief, prior to dialog day. If you customized the evaluation criteria in the challenge brief by adding any sub-criteria and weights, make sure those changes are reflected in the scorecard. Then use the scorecard again during dialog day to confirm your ratings and to make a decision. Please note that it is mandatory that you use and complete the scorecards during the supplier selection process. If you do not use the scorecard, your procurement will not be compliant with BPS Directive.

**Share the scorecard** – Share a blank copy of your evaluation scorecard with all of your shortlisted vendors before dialog day.

**Sign NDA/COI** – Ensure all members of the evaluation team have signed necessary non-disclosure agreements or declared any conflict of interests.

## Show your best side

Make sure you also show your best side as a potential innovation partner for the supplier. Some suggested activities for opening the session:

* Share some key photos, facts and figures about your organization that are key to the challenge (but not readily accessible through an internet search engine).
* If you haven’t done so already in your challenge brief, explain how you have tried to solve the challenge before, and why you want to tackle this problem through co-design at this point in time.
* What does the success of this project mean to you personally, and to your organization?
* What do you hope to learn or gain from a co-design project with a vendor?

## Sample questions to ask suppliers

1. What is particularly interesting about this challenge to you as a vendor?
2. What can you tell us about your team or company that conveys how collaborative you are with other teams or organizations?
3. Can you show us what kind of progress your team is able to achieve in a 6 – 9 month timeframe? Do you have an example from a previous project you can share with us?
4. Tell us about how you were able to incorporate the end-users’ goals and motivations in developing solutions.
5. Can you show us how you have used prototyping with end-users in order to improve the design of a solution?
6. How many sessions would you hope run?
7. How many users would you hope to engage?
8. How do you decide what to build? Can you share an example?
9. Can you show us how you use data to make decisions?
10. How do you know if a product is well-designed?
11. What does the success of this collaboration mean for your company? What will make it worthwhile?
12. Can you take us through a brief process mapping exercise?